 NOFA-NY Certified Organic, LLC

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NOFA-NY Certified Organic, LLC is a non-profit, USDA-accredited organic certification agency, whose primary purpose is to provide high integrity organic certification to over 1000 organic farmers and processors throughout New York State and surrounding areas.

We have an immediate opening for a full-time Handling Certification Coordinator Assistant working in our Binghamton, NY office. Annual salary up to $30,000 depending on experience along with annual pay increases. Benefits include healthcare, dental and 403(b) as well as generous paid holidays/vacation time. The Certification Coordinator Assistant is responsible to provide administrative support to the Certification Coordinators to ensure the timely intake and flow of certification applications through the entire certification process.

**RESPONSIBILITIES:**

* Answer phone calls as needed and direct to the proper person; make a note of phone call/conversation and updates into database.
* Help respond to inquiries regarding the certification process, send out applications, and provide resources and support to farmers/processors as needed.
* Monitor mail and email to ensure requested information is received in a timely manner and is processed appropriately.
* Participate in the annual mailing of applications for renewal, and other producer communication and mails as necessary.
* Assist in data entry, and input or other tasks as requested by Certification Coordinators including archiving of files as appropriate.
* Adapt to duties and priorities between Certification Coordinators to ensure appropriate support is maintained.
* Follow up deadlines including applications, determination letters etc.
* Attend office trainings and meetings internally and externally - Field days, shadow inspection, NOFA-NY annual conference, IOIA inspector training.
* Perform additional duties and work on special projects as requested including providing support to Certification Assistant during peak periods.

**QUALIFICATIONS:**

* Associate’s degree in a related field, or 1-3 years experience in certification.
* Knowledge of organic farming/processing or certification, and familiarity with production systems, including vegetable, livestock, dairy, fruit, food processing production as applicable is desirable.
* Excellent organizational skills and attention to detail. Good writing and communication skills.
* Good computer skills including a working understanding of data base programs, word processing, and email systems.
* Able to respond decisively, accurately, confidently, and courteously to client inquires.
* Ability to take direction and ensure follow through.
* Show initiative in providing support.
* Willing to work occasional irregular hours and travel as needed.

We offer a friendly work environment, challenging work, open communication, and commitment to a job well-done. For information regarding our organization, please visit [www.nofany.org](http://www.nofany.org). Interested and qualified candidates are invited to email a resume and letter of interest to: certifiedorganic@nofany.org.

*NOFA-NY is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.*